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Director

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## NOTICE OF VACANCY

Effective immediately, applications are being taken by the nonpartisan Legislative Services Agency for the position of Editor/Project Supervisor in the Legal Services Division. Applicants should send a resume and cover letter to the Director, Legislative Services Agency, State Capitol, Des Moines, Iowa 50319, online at <https://www.legis.iowa.gov/careers>. The Legislative Services Agency is an equal opportunity employer. Applications will be accepted through August 7, 2023.

### LEGAL SERVICES DIVISION EDITOR/PROJECT SUPERVISOR

The nonpartisan position with the Legal Services Division involves the legal editing of legislative work products and assistance in editing legislation for incorporation into the Iowa Code. The position requires excellent writing and analytical skills, and the ability to quickly develop an expertise in the editing of the Agency's legal and legislative work products. The ability to handle and prioritize editing workload under both short deadlines and longer timelines is essential. A law degree and qualification as a Senior Legal Counsel or demonstrated similar abilities are required. Iowa bar admission is preferred. Previous professional legal editing or legal writing experience is preferred.

Salary is commensurate with experience within the range of \$3,430 to \$4,883 biweekly. Partisan political activity and legislative issue advocacy are prohibited. Overtime is required with partial compensatory time provided.

## **Legal Services Editor/Project Supervisor. Salary Rate - Grade 39**

*This is a limited supervisory position. An employee in this position will direct the work of subordinates and have limited supervisory authority on a project basis.*

### **Qualifications, Skills, and Ability:**

- Must qualify as a Senior Legal Counsel or have previously demonstrated similar abilities. Extensive experience may be substituted.
- Must possess the ability to do all or some of the listed duties, with minimal supervision by the Division Director or the Division Administrator.
- Substantial knowledge of Division work procedures and products.
- Ability to transfer knowledge to Division employees and others when appropriate.
- High degree of proficiency in administering Division work procedures.
- High degree of proficiency in preparing and reviewing Division work products.
- Highly developed technical, organizational, interpersonal, and communication skills.

### **Duties:**

- Instruct and supervise employees regarding significant drafting and staffing duties.
- Allocate workload of employees on a project or assignment basis.
- Edit or review substantial work product of employees.
- Lead and supervise major agency work projects.
- Take responsibility for meeting significant work project completion deadlines.
- Act as liaison to other divisions within the LSA and to others outside the LSA.
- Work closely with the Division Director and Division Administrator to maintain and develop office policies and procedures.
- Participate in hiring and training new employees.
- Perform drafting and staffing duties as assigned.
- Perform all duties of a Senior Legal Counsel or Senior Research Analyst as needed.
- Perform substantial editing or supervisory responsibilities throughout the year, constituting at least 50.0% to 75.0% of the employee's responsibilities, relating to the duties listed above.
- Overtime is required with partial compensatory time provided.